

195981

From: Easterling, Deborah
Sent: Monday, November 10, 2008 9:42 AM
To: Butler, David; Sands, Patty; Melchers, Joseph; Terreni, Charles; Riley, Philip; Spearman, James
Subject: FW: Meeting: {PSC/D.Easterling} November 20, 2008 09:00 AM America/New_York {638625}

IT Services & Support has invited you to a Cisco MeetingPlace Meeting.

Date/Time: November 20, 2008 at 09:00 AM America/New_York
Length: 60 (minutes)
Frequency: once

Meeting ID: 638625

Phone Number: 8038969993

Number of ports: 18

USE OF THE TELECONFERENCING BRIDGE DURING AN EMERGENCY EVENT

During an emergency event such as a natural disaster, pandemic influenza, violent incident, terrorist act or even during a preparedness training exercise, the South Carolina Budget and Control Board reserves the right to maintain and regulate all ports on the teleconferencing bridge for an undetermined period of time or until the emergency concludes. For the duration of the emergency event, there is the possibility that your conference call could be rescheduled or canceled. The goal of these actions is to protect the lives and properties of the residents of the State of South Carolina.

DIRECTIONS FOR JOINING A MEETING

The following directions are necessary for the successful completion of your requested conference call reservation. Prior to joining a meeting, please forward this document to all conference call participants. Each participant joining the call will dial 803-896-9993 and enter the meeting id number (access code). Please contact the Service Center at 803-896-0001 if you experience any difficulties or have questions regarding the conference bridge.

- 1.Dial the following conference bridge number 803-896-9993 to join a meeting.
- 2.The conference bridge will state the following: "Welcome to Meeting Place".
- 3.To attend a meeting, please press "1".
- 4.The conference bridge will state the following: "enter the meeting id number followed by the # key."
- 5.Enter the "meeting id number" followed by the # key.
- 6.The conference bridge will state the following: "you are about to attend the meeting with the ID number (xxxxx).
- 7.If the "meeting id number" is correct, please press "1"; otherwise press the * key.
- 8.The conference bridge will state the following: "at the tone please speak your name or location."

9. When finished, please press the # key.
10. You will hear an audible tone, notifying you that you have successfully entered the meeting.

CALLING CARD PROCEDURES

CALLING INTO THE CONFERENCE BRIDGE

1. Dial calling card telephone number 1-800-294-2322.
2. Enter your calling card access number (located on the back of the calling card).
3. Join the conference call by dialing the audio bridge telephone number (803-896-9993).
4. Enter the access code that has been assigned to your conference call (six digit code).
5. If you are the first person to join the conference call you will not hear an audible tone, do not hang up.
6. Please identify yourself when you join the conference call.

ADDING PARTICIPANTS TO A CONFERENCE CALL

1. Dial calling card telephone number 1-800-294-2322.
2. Enter your calling card access number (located on the back of the calling card).
3. Dial telephone number of participant.
4. Once participant is on the line, press the transfer button and dial the conference number (803-896- 9993) and follow the prompts. Press the transfer button again.
5. Repeat the instructions above until all the participants are connected to the call.

TIPS FOR THE MOST SUCCESSFUL CALLING CONDITIONS

- To stop the music press the * key.
- Move the speakerphone as close as possible to the speaker so it will pick up less background noise.
- Mute the phone if your site is not actively participating in the meeting. Turn the mute function off when someone has a question or comment.
- Save side conversations for after the meeting. Even if they are work related they distract from the speaker and other participants.
- Don't tap pens or shuffle papers. These noises sound louder at remote locations than in your meeting room.
- If it won't make the room too uncomfortable, turn off fans and air conditioning as they sound louder through a speakerphone.
- Shut meeting room doors to keep out background noise from your workplace.

--Only one person at a time should speak.

--Limit the use of a secondary conference phone altogether when practical.

--Use LAN lines rather than mobile phones.

--Please identify yourself when you join the conference call.

You can check the status of this maintenance and in addition hear about any other network outage or disruption in service by calling (803) 734-INFO (4636).

If you have any questions or comments relating to this notification, please contact Information Technology Services and Support at (803) 896-0001, or reply to this email.

Thank you,

Information Technology Services and Support
Division of the State Chief Information Officer
SC Budget and Control Board
Columbia, South Carolina 29210
Email: ciohelpdesk@cio.sc.gov
Phone: (803) 896-0001
Fax: (803) 896-0092